

Petitions for rulemaking:

Information for state agencies

A "petition for rulemaking" is a request by a person(s) to an agency/board to develop a new regulation or amend an existing regulation.

Source: Section 2.2-4007.A of the Code of Virginia

For more information on performing agency functions on the Town Hall, log on as an agency user and view the User Manual @

townhall.virginia.gov/UserManual/Index.cfm

Regulatory process:

You will receive a letter/email that includes the following:

Reason(s) why person wishes to change an existing regulation or create a new regulation, (if an existing regulation, it will include the Virginia Administrative Code citation)

Cite to legal authority of the agency/board to take the action requested

The phrases, "Code of Virginia Section 2.2-4007.A" and/or "petition for rulemaking" may also be mentioned .

Within 14 days of receiving the person's request, you must send a notice with the person's name, the nature of his request, and your plan for handling the request to the *Virginia Register* via the Town Hall (and paper copies pursuant to the Registrar's requirements).

Upon submitting this notice, all users of the Town Hall may view it

Request for rule change is published in the *Virginia Register* (register.state.va.us/issfiles.htm)

21-day public comment period also begins on this date

Within 90 days, your agency/board must issue a written decision to grant or deny the person's request (unless the agency/board has not met within the 90-day period, in which case it must provide a written decision no later than 14 days after it next meets).

The agency's decision must include its reasons for taking action or no action and be published in the *Register* via the Town Hall.

Note: Agency decisions regarding requests to change a rule are not subject to court review

